

ANNUAL REPORT - Office of the Fund Drive
Coordinator
1 July 1969 - 30 June 1970

I. FUND DRIVE ACTIVITIES

- A. The annual Consolidated Fund Drive was conducted 13 October through 7 November 1969. This fund drive supports the CFC (United Givers Fund, the National Health Agencies, the International Service Agencies) and the Agency's Educational Aid Fund and Public Service Aid Society. Pledges for CFC totaled \$263,192.07. \$16,545.06 was contributed to the Educational Aid Fund and \$14,089.70 to the Public Service Aid Society.
1. The annual audit of the Consolidated Charities Committee covering the period 1 March 1969 to 14 January 1970 was made during December - January. The audit report expressed satisfaction with financial records, procedures and controls; the report contained no recommendations. This audit covered collections for the 1968 campaign and subsequent write-offs prior to closing these accounts on 26 January 1970.
 - a. Total pledges for the 1968-69 campaign amounted to \$241,589.78.
 - b. \$5,623.05 was written off the Payroll Deduction account as uncollectable.
 - c. \$816.50 was written off the Direct Billing account as uncollectable.
 - d. Shrinkage, represented in b. and c. above, amounted to 3% which compares more than favorably with the CFC area figure of 6.5%.
- B. The Metropolitan Police Boys' Club Fund Drive, which is not a beneficiary of the CFC, is authorized by the Civil Service Commission. This fund drive was conducted during the period 15-26 June 1970; no active solicitation for this organization was conducted; containers for contributions were located throughout the agency.
- a. \$412.43 was collected, which far surpasses contributions in the past.

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EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

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- C. A special fund drive was held for the Hurricane Camille Relief Fund 3 September through 10 September 1969. A Memorandum for All Employees with an envelope attached for contributions was distributed. \$8,939.12 was collected for this emergency relief.

II. SAVINGS BONDS CAMPAIGN

- A. The annual Savings Bonds Campaign was conducted in this Agency 4-28 May 1970. The goal of the 1970 campaign was to sign up 25 per cent of our employees who were not then purchasing Savings Bonds. Our final figure showed an approximate increase of 12.5%.

1. Our final report was as follows:

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| a. Number of new E Bond buyers who were not participating on 31 March 1970 | 434 |
| b. Dollar amounts allotted (each pay period) by new participants | \$4,672.24 |
| c. Number of buyers on 31 March 1970 who increased their allotments | 315 |

III. PUBLIC SERVICE AWARDS PROGRAM

25X1A

- A. Public Service Awards Handbook [REDACTED] outlines the purposes of the various public service awards, sponsored by private and quasi-governmental organizations. This handbook also sets forth eligibility criteria for the selection of candidates for these awards.
1. On 4 April 1969 the Director of Personnel sent a memorandum to the Executive Director-Comptroller and the four Deputy Directors requesting that nominations for the public service awards program be submitted by 15 May. A list of nominations received by this office was forwarded to the Executive Director-Comptroller for final selection by the Director on 13 June.
 2. This Agency submitted nominating documents for: the National Civil Service League Career Service Award and the Federal Woman's Award.

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3. Lawrence R. Houston, General Counsel, was selected for one of the ten awards granted by the National Civil Service League for 1970.
4. A memorandum under the signature of the Director of Personnel requesting nominations for 1970-71 was forwarded to addressees 16 April 1970. A list of nominations received in response to this memorandum was forwarded to the Executive Director-Comptroller. No nominating documents have been prepared for 1970-71.

IV. WORKLOAD DATA

A. Fund Drive Activities and Savings Bonds Campaign

1. There was no increase in workload during FY 1970.
2. During the Consolidated Fund Drive twelve persons from the pool and one bookkeeper from the Office of Finance were detailed to this office. A regular staff employee kept the Finance Book during the rest of the year; this function requires approximately 25-30 hours a month.
3. Plans and Objectives for FY 1971: same as for FY 1970

B. Public Service Awards Program

1. There was no increase in workload during FY 1970.
2. Plans and Objectives for FY 1971: same as for FY 1970